

**Minutes of Board of Public Works**  
**Meeting of March 24, 2016**

A regular meeting of the Board of Public Works was held on Thursday, March 24, 2016 at 5:30 p.m. at the Auditorium at City Hall, 229 Main Street, Nashua, NH 03060.

**Members Present**

Mayor James Donchess, Chair	Lisa Fauteux, Director of Public Works
Commissioner Paul G. Bergeron, Vice Chair	Nick Caggiano, Superintendent of Parks & Recreation
Commissioner Tracy Pappas	Steve Dookran, City Engineer
Commissioner Kevin S. Moriarty	David Simmons, Superintendent of Wastewater
Commissioner Joel Ackerman	Jeff Lafleur, Superintendent of Solid Waste
	Jon Ibarra, Interim Superintendent of Streets
	Andy Patrician, Division Operations Manager
	Carolyn O'Connor, Finance & Administration Manager
	Ken Siegel, Aldermanic Liaison
	David Deane, Alderman at Large

Mayor Donchess called the meeting to order at 5:30 p.m. and called the roll.

Mayor Donchess: Present

Commissioner Bergeron: Present

Commissioner Pappas: Present

Commissioner Moriarty: Present

Commissioner Ackerman: Present

**MOTION:** Commissioner Pappas to approve the Agenda as presented.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIED:** Carried Unanimously

Director Fauteux mentioned that an item on the Parks & Recreation agenda wasn't on the main agenda.

**MOTION:** Commissioner Pappas to approve the Minutes of the Board of Public Works Meeting of February 29, 2016.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIED:** Carried Unanimously

**MOTION:** Commissioner Pappas to approve the Minutes of the Board of Public Works Meeting of March 8, 2016.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIED:** Carried Unanimously

**Public Comment:**

No public comment.

**Parks and Recreation Department:**

- A. Motion:** Commissioner Pappas to approve the purchase of the playground Structure for Labine Park through the Massachusetts Higher Education Contract B14 from M.E. O'Brien & Sons Inc. of Medfield, MA for the amount of \$62,485. Funding will be \$50,952 through Department 184 Urban Programs; Fund: Grant; Activities: CDBG FY 15 & 16, and \$11,533 from Department 177 Parks and Recreation; Fund: Prior Year Escrows; Account Classification: 71 Equipment.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

The structure being purchased is based on the input from the Legacy Playground Group, some of the pieces used at the Sargent's Ave playground and the concepts that were seen by the Director and Superintendent touring playgrounds recommended by Jennifer Brooke of the Institute for Human Centered Design. The bid for the site work and installation of these structures as part of a community build is currently out to bid. The purchased structures have a 4-6 week lead time which will have if ready for the start of the project. The project is scheduled to begin in mid-June and is scheduled for completion in early September. The pricing for the structures is from the Massachusetts Higher Education Contract of which Nashua is a member.

Based on the past history of the company and the structures that M. E, O'Brien has provided the City of Nashua in the past it is the recommendation of the Park & Recreation Department to award this purchase to M.E. O'Brien & Sons of Medfield MA. in the amount of \$62,485.

Commissioner Pappas asked who would be installing the stone dust and if the bathrooms would be included in the project. Superintendent Caggiano responded that the bid is still out right now. The site work is all in the bid including the stone dust. Regarding the bathrooms, the legislation is before the human affairs committee and the recommendation is to approve the bathroom upgrades for \$20,000.

- B. Motion:** Commissioner Pappas to approve the purchase of aquatic invasive weed treatment services from Solitude Lake Management of Shrewsbury, MA for the amount of \$21,345. Funding will be through Department 177 Park and Recreation; Fund: Trust; Account Classification: 55 Other Services.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

The proposal will treat the aquatic invasive weeds in the Mine Falls Mill Pond and Power Canal. The proposed plan will include the permitting and treatment of the waterbodies in June at the time of plant emergence. The treatment of these weeds will improve the overall health of the Mill Pond and Canal and will provide residents with improved recreational opportunities.

The Mill Pond and Canal were treated back in 2012 and 2014. The treatment produced very good results. The Master Plan developed for these water bodies by DES recommended the use of these treatments to reduce the spread of these invasive weeds

The vendor is one of the few vendors in New England licensed to treat water bodies in NH. The vendor has worked closely with NH DES, Fish & Game, and the NH Department of Agriculture Division of Pesticide Control. It is the recommendation of the Superintendent, The Mine Falls Advisory Committee and the Waterways Manager that the purchase be awarded to Solitude Lake Management of Shrewsbury, MA. in the amount of \$21,345.

Commissioner Bergeron asked if we eliminated this treatment last year and are bringing it back. Superintendent Caggiano responded that it wasn't eliminated last year - this is a bi-annual recommended treatment to keep invasive plants down and increase water quality.

- C. **Informational:** Commissioner Pappas to accept and place on file the informational from UPS regarding the discontinuation of the parking lot lease with the City of Nashua the NHIAA regarding the use of City facilities.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

The City has leased a parking area at UPS on Whipple Street for the past 15 years in order to reduce parking congestion at the Whipple Street entrance to Mine Falls Park. This arrangement benefited not only visitors of Mine Falls Park, but also the Nashua Soccer Council and Adult Softball Leagues. We use this lot from Memorial Day through the end of October.

During a conference call with UPS officials, the Purchasing Department and the Superintendent, UPS indicated they will be expanding their facility and construction will begin in June and is expected to continue through the summer. The start date of the construction should allow for parking to continue through the spring soccer season. UPS indicated that after the project is completed they will look to see if there is an area they would be willing to release to the City. The Whipple Entrance to the park has very limited parking and a study to look for a long term solution to the issue should be considered.

Right now we park around 60 cars per weekend in the lot. It should be open through the spring soccer season but once construction begins they won't want people in the area. The street should be able to accommodate enough cars through the summer but not for the fall soccer season which draws a bigger crowd.

Commissioner Pappas recommended asking soccer families to carpool.

Director Fauteux said that we have worked on an alternate parking plan and will look into developing it this summer. It will be brought to the Board next month.

## **Street Department**

- A. Motion:** Commissioner Pappas to accept the retirement of Andrew Landry, Foreman, at the Street Department effective March 16, 2016.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

- B. Informational:** Commissioner Pappas to accept and place on file the informational on the annual street department spring clean-up.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

The City of Nashua Division of Public Works Street Department announces this year's annual spring cleanup which will be held from April 7, 2016 to April 18, 2016. After making an appointment, residents can put out one truckload of material at the curbside for removal. These special pickups are made by appointment only. Residents must call the Street Department at 589-4750 from March 31<sup>st</sup> through April 11<sup>th</sup> to schedule their pickup. Please call no later than April 11, 2016.

## **Solid Waste**

- A. Motion:** Commissioner Pappas to approve the selection of Mr. Steven Champa of Nashua, NH to the position of Collection Equipment Operator at the Solid Waste Department. Starting salary for this position will be \$22.71 per hour for a yearly salary of \$47,236.80. Funding for this position is through Department: 168-Solid Waste; Fund: Solid Waste; Account Classification: 51 Salaries & Wages.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Majority - Commissioner Ackerman recused himself due to personal knowledge of the applicant.

**DISCUSSION:**

This position was posted per the AFSCME CBA and there were no internal applicants.

The interview team of Jeffrey Lafleur, Superintendent of Solid Waste, Nick Caggiano, Superintendent of Parks & Recreation, Kevin Naro, Solid Waste Foreman, and Matt Leblanc, Solid Waste Foreman developed interview questions related to the job and scored and rated the applicants. The candidates were then administered a field test based on the requirements of the position. After review of the interviews and test scores, the Superintendent of Solid Waste recommends Mr. Champa to the position of Collection Equipment Operator.

- B. Informational:** Commissioner Pappas to accept the Household Hazardous Waste Collection schedule for 2016.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

<u><i>Date</i></u>	<u><i>Time</i></u>	<u><i>Location</i></u>
Saturday, April 23, 2016	8am- Noon	Street Department, 9 Stadium Drive
Saturday, May 07, 2016	8am- Noon	Milford, NH, DPW Garage, 283 South Street
Thursday, June 02, 2016	3pm - 7pm	Street Department, 9 Stadium Drive
Saturday, August 06, 2016	8am- Noon	Street Department, 9 Stadium Drive
Saturday, August 27, 2016	8am- Noon	Pelham, NH, 6 Village Green
Saturday, October 01, 2016	8am- Noon	Street Department, 9 Stadium Drive
Saturday, November 05, 2016	8am- Noon	Street Department, 9 Stadium Drive

## **Wastewater**

**A. Motion:** Commissioner Pappas to approve the User Warrants as presented.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

**B. Motion:** Commissioner Pappas to award the contract to Wright Pierce for construction phase services for the Headworks Upgrade project at the Nashua Wastewater Treatment Plant in an amount not to exceed \$323,300. Funding will be through: Department: 169 Wastewater; Fund: SRF Loan; Activity: Headworks Upgrades.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

The Nashua Wastewater Treatment Facility (NWTF) headworks facility has exceeded its useful life and is in need of a complete overhaul. Wright Pierce has completed the design of the upgrades and has prepared bid plans and specifications. Concurrent with the award of the construction of this project, the construction management of this project needs to be awarded. As has been done in the past, the NHDES prefers that the construction phase services be performed by the design engineer.

The construction phase services will occur for the length of the construction which is expected to take 12 months. It will involve a full time resident engineer on-site and extensive engineering support from Wright Pierce's main office.

Their fee of not-to-exceed \$323,000 is approximately 10.4% of the total estimated construction cost of \$3,100,000, and approximately 11.4% of the low bidders. This percent is typical for this type of plant rehabilitation project.

Wright Pierce provided construction phase services for the Dewater and Grit System Upgrades project as well as other smaller projects at the Plant. They have provided quality construction services for these projects.

This project is an SRF funded project and the City will be seeking a State Aid Grant (SAG) in the amount of 20% of the costs should such funding become available.

**C. Motion:** Commissioner Pappas to award the Headworks Upgrades contract in the amount of \$2,848,222 to TBuck Construction of Turner, ME. Funding will be through: Department: 169 Wastewater; Fund: SRF Loan; Activity: Headworks Upgrades.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

The headworks facility at the wastewater facility removes inorganic material in the entering wastewater before it enters downstream processes. It was last upgraded in 1999. The equipment is at the end of its useful life due to the corrosive environment and constant use. The existing layout consists of an intermediate floor where collected debris has to be transported to the upper (ground) level using heavy minor carts and overhead hoist making this operation cumbersome, labor intensive and risky.

In January 2015, the City hired consultant Wright Pierce to begin the design work. The various components of this project include new stainless steel screens and rake arms long enough to remove entering debris from the lower level to the ground floor, wash presses, odor control system, overhead mechanical hoist, relocation of hallway and women's locker room to allow room for the screens at ground level, installation of a new women's locker room and upgrades to the effluent flow metering vaults.

A total of 8 contractors bid on this project. The following is a summary of the various contractors and their bids, received on March 2, 2016:

<u>Contractor</u>	<u>Bid Amount</u>
T Buck Construction	\$2,848,222
Penta Corporation	\$2,851,700
Winston Builders	\$3,020,889
D&C Construction	\$3,046,250
Kinsmen Corporation	\$3,246,000
Waterline Industries	\$3,297,677
Kingsbury Companies	\$3,546,156.68

The bid of the low bidder, T Buck Construction, was carefully checked. In addition, the references of T Buck were carefully checked and found to be favorable. They have also completed the Dewatering and Grit Systems Upgrades project at the Wastewater Facility in 2014 and these upgrades have been working satisfactorily since installed.

This project is an SRF funded project and the City will be seeking a State Aid Grant (SAG) in the amount of 20% of the costs should such funding become available.

Commissioner Moriarty asked if the City will be receiving the state aid grant? Carolyn O'Connor responded that the state suspended the program in 2008. They are slowly

reimbursing some of our projects that we have completed. We do complete our projects in compliance with their requirements. If they're able to fund this, we will get the 20%.

- D. Motion:** Commissioner Pappas to approve the selection of Noelle Osborne of Weare, NH to the position of Plant Operations Supervisor at the Wastewater Treatment Plant. Starting salary for this position will be \$35.40 per hour for a yearly salary of \$73,631. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 51 Salaries & Wages.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

This vacancy was the result of the retirement of John Adie at the BPW meeting February 29, 2016. This position was posted per UAW CBA and there were four internal applicants.

The interview team consisted of David Simmons, Superintendent of Wastewater, James Lavalley, Wastewater Maintenance Foreman, Jeff Lafleur, Superintendent of Solid Waste, Nick Caggiano, Superintendent of Parks and Recreation and Philip Appert, Industrial Pretreatment Coordinator. The team asked several interview questions related to the job. After review of the interview it was determined that Ms. Osborne has the minimum qualifications and sufficient experience and ability to do the job and is recommended for the position.

Ms. Osborne has been employed by the City for over ten years, starting out as a chemist before being promoted to the Laboratory Supervisor.

- E. Motion:** Commissioner Pappas to approve Change Order #1 in the amount of \$130,000 for the purchase order for the purchase of Polymer from Polydyne of Riceboro, GA. Funding will be through Department: 169 - Wastewater; Fund: Wastewater; Account Classification: 61 Supplies & Materials.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

Polymer is used at the Wastewater Treatment Facility to coagulate the sludge used in the presses. In FY15, with the introduction of the new Huber Presses, a new polymer was required. We conducted bench testing and selected a polymer from Polydyne and we have been using that product since last May.

We had estimated an annual cost of \$120,000 for polymer, but due to the extra time it has taken us to fine tune the process and the sludge characteristics constantly changing, our annual estimate was off and we will need another \$130,000 for the rest of the year. There are funds available in the chemical budget for the additional costs.

Even with the additional costs in polymer usage we have seen a savings from Casella averaging \$18,000/month for the last four (4) months, for a total anticipated savings overall



of \$162,000. So, even with the increase in polymer costs, we are anticipating a net savings of \$32,000.

- F. Motion:** Commissioner Pappas to approve the selection of Mr. Randon W. Straw of Londonderry, NH to the position of Electrical Diagnostic Technician 1 at the Wastewater Treatment Plant. Starting salary for this position will be \$27.45 per hour for a yearly salary of \$57,096. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 51 Salaries & Wages.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

This vacancy was the result of the retirement of Raynald Houle at the BPW meeting February 29, 2016. This position was posted per AFSCME CBA and there were four internal applicants.

The interview team consisted of David Simmons, Superintendent of Wastewater, James Lavalley, Wastewater Maintenance Foreman, Jeff Lafleur, Superintendent of Solid Waste, and Philip Appert, Industrial Pretreatment Coordinator. The team asked several interview questions related to the job. After review of the interview it was determined that Mr. Straw has the minimum qualifications and sufficient experience and ability to do the job and is recommended for the position.

- G. Motion:** Commissioner Pappas to approve Change Order #1 to the contract with Crisp Contracting of Nashua, NH in the amount of \$5,400 for the Newton Drive Force Main repairs. Funding will be through: Department: Department: 169 - Wastewater; Account Classification: 54 Property Services.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

Bids were sought from 3 contractors in February to replace the forcemain at Newton Drive. The original forcemain was installed in 1966 and has numerous holes in it. Crisp Contracting was the low bidders to replace the entire forcemain from outside the pump station into the upstream manhole for amount of \$9,900. The forcemain was installed on March 3-4. However, the work could not be completed since the existing forcemain was encased in concrete just outside the pump station precluding the Contractor from connecting to the outlet pipe from the interior manifold piping.

The additional costs are to core a new hole into the pump station, cut the interior manifold pipe, and install a new section of manifold piping from the existing manifold to the new forcemain. The price includes all materials, by-pass pumping and any other costs. In addition, a new hole will be cored into the upstream manhole to better align the forcemain flow with the existing flow through the manhole. This additional work comes to \$5,400. The new forcemain cannot be put into service until this additional work is completed.

Final contract amount will be \$15,300.



**Engineering Department:**

**A. Motion:** Commissioner Pappas to approve the Residential and Commercial Wastewater Service Permits and Fees as submitted.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

**Residential and Commercial Wastewater Service Permits****February 1 through February 29, 2016**

Date	Permit #	Appl #	Location Address	Name	Comments	Fees	Betterment	Entrance	Connection	10% Discount
2/02/2016	23628	13459	859 West Hollis St	Dehana Desharmes	Reuse of sewer connection	\$0.00				
2/04/2016	23629	13441	Farmington and Fairhaven	Paul Rouix	Original Application	\$2,653.39	<b>X</b>	<b>X</b>	<b>X</b>	
TOTAL						\$2,653.39				

**B. Motion:** Commissioner Pappas to approve the Drainlayer's License for Forcier Contracting, 32 William St, Nashua, NH 03060, in accordance with Nashua City Code §255-19 Issuance of Drainlayer's License.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

Forcier Contracting, is requesting approval for a Drainlayer's License in accordance with Nashua City Code § 255-19 Issuance of Drainlayer's License.

Forcier Contracting is located in Nashua, NH. Working with other companies, private excavation work was completed satisfactorily throughout the City of Nashua. References were checked and found to be acceptable.

The City Engineer's Office recommends approval of the request.

**C. Motion:** Commissioner Pappas to approve the award of the construction contract for the 2016 Sewer Project to Park Construction Corporation of Fitzwilliam, NH in the amount of \$1,108,975. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Activity: Sewer Rehab, and Department: 169 Wastewater; Fund: Wastewater; Activity: Sewer Structures.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

The annual sewer program addresses failing, aged sewers. This 2016 Sewer Project is expected to replace or line approximately 2,360 feet of sewer mains. The contract includes work in the following areas:

Tolles St from Whitney St to Canal St

Kinsley St approaching Main St

Lock St between Perham St and Chandler St

The old residential neighborhood off of Temple St including Hoyts Ln, Scripture St, Gorman Ave, Worcester St, Shedd's Ave and Howard St.

Contract work includes replacing sewer service lateral connections as well as catch basins and manholes prior to road restoration. Four contractors attended the mandatory pre-bid meeting on February 24, 2016. Three bids were received on March 10 as follows:

Park Construction Corporation of Fitzwilliam, NH	\$1,058,975.00
DeFelice Corporation of Dracut, MA	\$1,441,347.00
Cardillo & Son, Inc of Wakefield, MA	\$1,700,591.40

The low bid was reviewed and found to be acceptable. Park Construction Corporation has performed satisfactorily on other sewer projects of this scale in the city. Work is expected to begin in April and finish before the end of this year.

Several of the neighborhood streets are very narrow and many underground conflicts are expected. Therefore, a contingency of \$50,000 or approximately 5% is included in this award to be used on an as needed basis for unforeseen circumstances.

- D. Motion:** Commissioner Pappas to approve the award of the FY16 Asphalt Testing contract to John Turner Consulting, Inc. of Dover, NH in the amount of \$23,600. Funding will be through: Department: 161 Street; Fund: General; Activity: Paving; Department: 161 Street; Fund: Trust; Account Category: 54 Property Services.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

The purpose of the FY16 Asphalt Testing contract is to test the asphalt used during 2016 Paving Program. Testing is being conducted to ensure compliance with contract specifications for compaction, liquid asphalt content, pavement thickness, and aggregate gradation.

The contract was advertised on January 28, 2016. Six bids were received on February 25, 2016 but only the following three were fully responsive in meeting all the requirements:

John Turner Consulting, Inc. of Dover, NH	\$23,600.00
S.W. Cole Engineering, Inc. of Londonderry, NH	\$32,100.00

John Turner Consulting of Dover, NH at a bid price of \$23,600 is the qualified low bidder.

- E. Motion:** Commissioner Bergeron to approve use of the Amherst Street Traffic Mitigation Funds and to re-approve the construction contract for the Amherst Street Improvements project with Continental Paving, Inc. of Londonderry, NH in an amount of \$1,537,096. Funding will be through Department 160 Admin/Engineering; Fund: Bond & Contributions; Activity: Amherst Street Road & Traffic Improvements (\$1,392,477), Department: 160 Admin & Engineering; Fund: Trust; Account Category: 61 Supplies & Materials (\$69,619) and Department 161 Street; Fund: General; Activity: Paving (\$75,000).

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

The Amherst Street Improvements project consists of work on Amherst Street from 450 feet west of Charron Avenue to the intersection of Diesel Road and on Charron Avenue approximately 350 feet to its intersection with Amherst Street. Work includes the implementation of additional turning lanes to eliminate the easterly jug handle turn and to allow for left turns from Charron Avenue onto Amherst Street. Due to the impact to the local businesses as well as the traveling public, 90 day contract duration has been established (to substantial completion).

The project was approved by this Board in February 2016, contingent upon needed funds becoming available for the project. Legislation has been introduced to accept an additional \$62,000 in developer contributions as well as to bond for an additional \$454,000.

In addition, BPW approval is being requested to use \$69,619 from the Amherst Street Traffic Mitigation fund. Please note that the contract includes \$75,000 of paving funds which was originally budgeted to repave this section of Amherst St.

The contract amount has been increased from \$1,397,360 to \$1,537,096 to provide a 10% contingency. These funds will not be awarded immediately but would be used to cover any unexpected issues that may arise during construction. This is being pursued due to the short duration of the construction contract where time will be at a premium. The Board will be advised of any changes to the contract via an informational item at its regularly scheduled meetings.

Construction will take place during the daytime and nighttime as needed.

Commissioner Pappas asked when the wastewater rate study will be completed. Director Fauteux responded that it will be ready within the next couple months.

**Administration**

**A. Verbatim Minutes Discussion**

Mayor Donchess stated that verbatim minutes will cost approximately \$100 per meeting hour to transcribe.

A discussion commenced regarding the need for verbatim minutes. Commissioner Pappas explained that verbatim minutes would help create a historical record to assist in finding specifics about certain discussions and decisions made at meetings.

**Motion:** Commissioner Pappas to approve moving to verbatim minutes for future Board of Public Works Meetings.

**SECONDED:** Commissioner Bergeron

**MOTION CARRIES:** Majority, Moriarty- Nay

**DISCUSSION:**

Commissioner Moriarty commented that he feels the minutes have been very thorough and that it isn't a good use of tax payer's money to go to verbatim minutes.

Commissioner Bergeron commented that he feels it could be hopeful to Aldermen to be able to see a complete detail of meetings. He also suggested that the Department Report be added to the minutes.

Alderman Siegel responded that he also feels that the minutes are much better than they have been in the past and he doesn't find any issues with the current ones. He said that verbatim minutes are easier to use to research past topics.

Alderman Deane said he agreed with Alderman Moriarty regarding the minutes. He said he doesn't have any issues with them and suggested we spend the money on something else vs. verbatim minutes.

**MOTION:** Commissioner Moriarty to increase the budget line for Administration; Contracted Services by \$3,600 for verbatim minutes.

**SECONDED:** Commissioner Ackerman

**MOTION CARRIED:** Unanimously

A separate discussion ensued regarding the current website and how difficult it is to search for things on it. Alderman Siegel stated that it is more difficult now to do research using the current website. Mayor Donchess suggested having a session to discuss the website and to invite members of IT. Alderman Deane also stated that he finds the new website difficult to use and conduct research on.

**B. Motion:** Commissioner Pappas to approve the informational on budget transfers.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIES:** Unanimously

**DISCUSSION:**

### **C. Informational:**

#### **i. Update on Burke Street**

Director Fauteux provided an update to the Board. She explained that they are still negotiating with HKT. John Vancor is involved and looking at cost and the schedule. She hopes to have a contract with HKT to bring to the April meeting. Saturday April 2<sup>nd</sup> is a tour of the facility from 10am - 2pm for the public.

#### **ii. Update on David W. Deane Skateboard Park**

Director Fauteux explained that last month we proposed a site behind salt shed but after additional research we discovered more trash than anticipated and ledge so that site is being abandoned as a possibility. We are now proposing another site that will work better. It is located where current parking is at Stellos Stadium. The parking would be relocated.

**Motion:** Commissioner Pappas to approve the proposed site as discussed.

**SECONDED:** Commissioner Bergeron

**MOTION CARRIES:** Majority, Ackerman – Nay

#### **DISCUSSION:**

Additional test pits will be performed to make sure the site is acceptable. The designers won't do any further work on the design until a site is chosen and approved. The Director met with Mike LaChance of the YMCA and he is very excited about the skateboard park.

Commissioner Moriarty asked about noise – will trees be planted to mitigate sound? Alderman Deane responded that it hasn't been discussed but is possible if needed.

Commissioner Ackerman is concerned about additional traffic and loss of parking spaces. Director Fauteux assured him that we would replace any parking space removed as a result of relocating the skateboard park and that once Burke Street opens even more parking would be added.

#### **iii. Directors Report**

A series of slides showing various current Public Works projects and activities were shown.

Commissioner Pappas expressed concern about who approves the artwork that is placed around town. Director Fauteux responded that her input is limited to whether a piece creates any safety concerns or not. Mayor Donchess explained that the terms of the contract with CityArts are that CityArts gets to decide where to place whatever pieces they would like around the City pending approval of the Board of Public Works regarding safety and interference with Public Works day-to-day operations. Commissioner Pappas responded that she believes someone should be in charge of approving what art is put up around this City. Alderman Siegel responded that the Board of Finance approved the contract based on samples from the artist which were similar to those that would be displayed around town. There was never a discussion about how long something would be placed, where it would be placed or what would be placed. It was only decided that the Division of Public Works would make sure it was safely installed and maintained.

Commissioner Moriarty stated that he believes an elected body should be involved in making decisions on what is placed around town. Mayor Donchess expressed concerns around the Board making decisions of censoring what art is placed around town based on whether we like it or not.

Director Fauteux stated that her only area of discomfort is the number of items that are being placed. How many and where they are placed should be approved by someone or somebody. She doesn't necessarily feel it should be the Division of Public Works' responsibility to decide these things. Alderman Siegel said that he believes it is legally within the Board's authority to make decisions or make a policy around this issue. Mayor Donchess agreed that it is within the Board's purview, however isn't sure that that is something we should do.

Commissioner Bergeron suggested that we should approve sites, like we did with the sculptures. We didn't decide which sculptures would be placed – only where they could be placed.

Alderman Deane suggested the city attorney should rescind the contract because it has taken authority from the Division of Public Works. Mayor Donchess responded that he thinks this approach may be inviting a lot of controversy which could end in not having any artwork. How do we arbitrate different points of view about what art is?

Commissioner Pappas has heard a lot of concern about the City being cluttered by an abundance of art.

Commissioner Ackerman said we need to create a policy around this. The Director agreed to draft a policy with input from people on the Board, including the Aldermanic Liaison, should they wish. Commissioner Ackerman suggested researching what other similar cities' policies are around art. This topic will be revisited at the next meeting.

## **Budget Discussion**

Mayor Donchess opened the discussion by saying that in the prior meeting we reviewed the budget information without the personnel information. That and additional information has now been supplied.

Finance & Administration Manager Carolyn O'Connor summarized the additions to the budget information in the packet. A personnel report was added by department. There are a total of three additional positions that are in the Wastewater Department which have been added in order to comply with our EPA Permit. The accounting units have been broken out by function as requested. A breakout of contracted services has been provided as well.

Commissioner Moriarty expressed interest in approving the budget as presented.

Commissioner Bergeron said he would like to increase the striping budget line. Finance & Administration Manager Carolyn O'Connor communicated that we currently have an open contract in the amount of \$285,296 for striping that has not been completed but will be

completed within the next year. The FY17 proposed budget would add an additional \$162,000 to that.

Commissioner Ackerman noted that our proposed budget for snow plowing services is \$100,000 and only \$6,000 has been spent this year. Can we escrow the extra FY16 money so it doesn't revert back to the General Fund so it can be available for other Street/Public Works activities? The Mayor said that escrows need to be proposed to the Board of Aldermen and approved. Our focus right now is reviewing the proposed budget for FY17. Escrows are not considered until the end of the fiscal year when each department knows how much is left over. Approvals are usually in the fall after the previous fiscal year has been closed.

Alderman Deane stated that if money is escrowed for what it was originally budgeted for, such as leftover funds budgeted for salt were escrowed for salt, the Mayor can approve it. If it was budgeted for sand and the Director wants to move it to paving it would have to go through the Board of Aldermen. He said that it will be a tough year for some of these departments.

Commissioner Pappas asked if whatever is left over from the snow budget can be put towards paving or mill and fill.

An estimate of anticipated surpluses in FY16 budget will be supplied at the April Board Meeting.

Mayor Donchess asked when we should have access to the paving information on Cartegraph. Director Fauteux said we should have that information available within a month.

**MOTION:** Commissioner Pappas to reduce the number of Street Foremen in the Street Department from 4 to 3 and move the money into street paving.

**SECONDED:** Commissioner Bergeron

**MOTION FAILED:** Commissioners Bergeron and Ackerman and Mayor Donchess – NAY (Commissioner Moriarty absent); Commissioner Pappas - YAY

**DISCUSSION:**

Division Operations Manager Andy Patrician responded that there are many jobs going on at once every day at the Street Department and we need 4 foremen to make sure the work gets done well. Commissioner Pappas disagreed and believes we could try it and see how it goes. Director Fauteux responded that we're short foremen all the time and oftentimes we have 5 or 6 crews working all at once at different sites.

**MOTION:** Commissioner Pappas to eliminate the position of Citizen Services Coordinator in the Administration Department and move the money into street paving.

**SECONDED:** Commissioner Ackerman

**MOTION FAILED:** Commissioners Moriarty, Bergeron and Ackerman and Mayor Donchess – NAY; Commissioner Pappas - YAY

**DISCUSSION:**



Director Fauteux responded that it is a critical position and is the face of public works to residents. The person in that role does all Cartegraph work orders and makes sure things are done. They answer calls and respond to citizens. There is more planned for that position and more involvement with social media planned. Right now that person is helping out in the Street Department while we try to fill the Operations Supervisor position.

Commissioner Moriarty said that he feels there is a fine line between micromanaging a Division and being Commissioners. He added that the Director and Superintendents have been asked to put together a budget that fits within a slim cap and we've been asked to review it but they've done the best they can with what they've been given. Commissioner Bergeron responded that as elected officials he feels it is their job to review and make suggestions in response to what they hear from residents.

Commissioner Ackerman asked how much residential paving costs per mile. City Engineer Dookran responded that it costs approximately \$700,000 to pave one city mile.

**MOTION:** Commissioner Bergeron to approve the budget as amended.

**SECONDED:** Commissioner Moriarty

**MOTION CARRIED:** Unanimously

Commissioner Pappas motioned to adjourn.

Meeting adjourned at 8:36pm